



EDUCATION OF HOMELESS CHILDREN AND YOUTH SUBGRANT MANUAL

Application Guidance for Local Educational Agencies

PURSUANT TO: McKinney-Vento Homeless Assistance Act, reauthorized December 2015
by Title IX, Part A of Every Student Succeeds Act (ESSA)

FUNDED BY: U.S. Department of Education

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Contents

TIMELINE	1
EDUCATION OF HOMELESS CHILDREN AND YOUTH SUBGRANT PROGRAM	2
INTRODUCTION.....	2
PURPOSE	2
PROVISION OF SERVICES.....	2
ELIGIBLE APPLICANTS.....	3
EXCLUSION OF APPLICATIONS	3
AWARD PROCESS AND DURATION.....	3
PROJECT EVALUATION	3
FUNDING FOR SUBGRANTS.....	3
ALLOWABLE USE OF SUBGRANT FUNDS	3
SUPPLEMENT NOT SUPPLANT	5
BUDGET.....	5
BUDGET CATEGORIES.....	5
DIRECT ADMINISTRATIVE COSTS.....	6
INDIRECT COSTS.....	7
FINANCE CODES.....	7
OBLIGATION OF FUNDS	7
PAYMENT REQUESTS	7
FINAL EXPENDITURE REPORT.....	7
FISCAL AND COMPLIANCE AUDITS	7
MAINTENANCE OF FISCAL EFFORT	8
DISPOSITION OF CAPITAL OUTLAY	8
INVENTORY CONTROL.....	8
PROGRAM RECORDS.....	9
DATA PRIVACY	9
APPENDIX A: DIRECTIONS FOR COMPLETING THE APPLICATION FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTH SUBGRANT PROGRAM	10
SECTION I – LOCAL EDUCATION AGENCY AND PROGRAM INFORMATION.....	10
SECTION II - TOTAL BUDGETS BY PROGRAM- Year 1.....	10
SECTION III - ASSURANCES AND CERTIFICATION	10
SECTION IV – PROGRAM STATUS	10
SECTION V – PROGRAM DESCRIPTION NARRATIVE.....	10
SECTION VI – SUBGRANT NEEDS ASSESSMENT NARRATIVE	11
SECTION VII – COLLABORATION DESCRIPTION	11
SECTION VIII – PROGRAM EVALUATION.....	12
SECTION IX – PROGRAM SUPPORTING DATA PAGE	12
SECTION X – PROGRAM BUDGETS.....	13
<i>A. – HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET</i>	<i>13</i>
<i>B. – HOMELESS CHILDREN AND YOUTH PROGRAM ADMINISTRATIVE COSTS.....</i>	<i>14</i>
RESOURCES	16

TIMELINE

2023-2026 SUBGRANT TIMELINE	
Application Open Date	June 1, 2023
Application Deadline	June 15, 2023, 11:59pm
Subgrant Reading	June 15-30, 2023
Subgrant Award Announcements	July 2023
Project Starting Date	July 1, 2023
Project Ending Date	June 30, 2026
Project Evaluation Reports Due	July 31, 2024 (Year 1) July 31, 2025 (Year 2) July 31, 2026 (Year 3)
Final Expenditure Report Due	September 30, 2024 (Year 1) September 30, 2025 (Year 2) September 30, 2026 (Year 3)
Records May Be Destroyed	July 1, 2029 (unless audit pending)

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EDUCATION OF HOMELESS CHILDREN AND YOUTH SUBGRANT PROGRAM

INTRODUCTION

The Education of Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).

The EHCY program provides state educational agencies (SEAs) with subgrant funds to carry out policies ensuring homeless children and youth have equal access to a free, appropriate public education including a public preschool education. Each SEA holds a competitive grant process to determine which local educational agencies (LEAs) will receive a subgrant to enhance the support provided to children and youth experiencing homelessness within their LEA.

Under the McKinney-Vento Act, each state is required to:

- ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, provided to other children and youth;
- review and undertake steps to revise such laws, regulations, practices, or policies having a compulsory residency requirement as a component that may act as a barrier to enrollment, attendance, or success in school of homeless children and youth and to ensure them the same free, appropriate public education provided to other children and youth;
- ensure that homelessness alone should not be sufficient reason to separate students from the mainstream school environment; and
- ensure homeless children and youth have equal access to education and other services such children and youth need to meet the same challenging state student performance standards to which all students are held.

The full text of the McKinney-Vento Homeless Assistance Act is posted on DESE's website at:

<https://dese.mo.gov/quality-schools/federal-programs/homeless/legislation-guidance>

PURPOSE

The purpose of the Education of Homeless Children and Youth Subgrant Program (EHCY) is to facilitate the identification, enrollment, attendance, and school success of children and youth experiencing homelessness. Services provided must not replace the regular academic program and must be designed to expand upon or improve services already provided under the LEA requirements for serving homeless students.

PROVISION OF SERVICES

Under Section 723 of the McKinney-Vento Act, in general, services provided under Homeless Children and Youth Subgrant Program;

- may be provided through programs on school grounds or at other facilities.
- shall, to the maximum extent practical, be provided through existing programs and mechanisms that integrate homeless children and youths with non-homeless children and youths; and
- shall be designed to expand or improve services provided as part of a district's regular academic program, but not to replace such services provided under that program.

ELIGIBLE APPLICANTS

LEAs having an identified homeless population of 20 or more homeless children and youth per year are eligible to apply, on a competitive basis, for subgrant funds to provide educational support services for homeless children and youth.

EXCLUSION OF APPLICATIONS

Applications may be excluded from the EHCY Subgrant Program competition for any of the following reasons:

- Subgrant application was received after the deadline due date.
- An LEA has failed to maintain maintenance of fiscal effort.
- The subgrant application scores a zero in anyone subgrant category.
- An incomplete subgrant application was submitted.
- An LEA has failed to meet its obligations within the Tiered Monitoring process.

AWARD PROCESS AND DURATION

Applications will be reviewed and scored in June 2023. Applicants will be notified of their award status in July 2023. The first program period ends June 30, 2024. Subgrants will be renewable for an additional two years at the same funding level, assuming federal funds are available, the program is implementing its funded activities, and has submitted the required reporting documents. Any unused subgrant monies must be refunded to DESE.

Subgrants funded under this program can access funding beginning on July 1, 2023. **Funds shall not be obligated until the budget application has been submitted and approved.**

PROJECT EVALUATION

At the end of each funded school year, subgrantees will be asked to submit a Project Evaluation Report by July 31st of the funding year.

Project Evaluation Reports are used to monitor compliance and ensure programs are meeting performance goals. Reporting is also a method for self-evaluation. Program staff should examine interim student performance and attendance data regularly to determine whether activities are successful in improving attendance and academic performance among homeless students. If improved student performance is not reflected in data, program activities may need revision. Project Evaluation Reports should include data and should include a detailed narrative.

FUNDING FOR SUBGRANTS

The amount of funds an LEA may request is based on the number of homeless children and youth reported to DESE, at a maximum level of \$500 per homeless child. The minimum subgrant award is \$10,000 (20 students). The maximum amount an LEA may apply for is \$200,000 (400+ students) regardless of the number of identified homeless children and youth being educated in the LEA.

Pending receipt of federal funding for this subgrant program, subgrantees who receive funding will be awarded and funded for each of the following school years: 2023-24, 2024-2025, and 2025-2026. Subgrantees will receive funding at the same funding level for each year of the subgrant, **pending availability of federal funding and contingent on subgrantees meeting the monitoring and reporting requirements for the subgrant program.**

ALLOWABLE USE OF SUBGRANT FUNDS

LEAs must use Homeless Children and Youth Subgrant Program funds to assist homeless children and youths in enrolling, attending, and succeeding in school. (722(g)(6), 723(d)). In particular, the funds may support the

following activities:

1. Tutoring, supplemental instruction, and other educational services that help homeless children and youths reach the same challenging state academic standards the state establishes for other children and youths. (Section 723(d)(1)). As clearly specified in the Elementary and Secondary Education Act of 1965 (ESEA), all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with state standards and curricula. Additionally, when offering supplemental instruction, LEAs should focus on providing services for children and youths that reflect scientifically based research as the foundation for programs and strategies to ensure academic success.
2. Expedited evaluations of eligible students to measure their strengths and needs. (Section 723(d)(2)). These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youths. Evaluations may also determine a homeless child or youth's possible need or eligibility for other programs and services, including educational programs for gifted and talented students; special education and related services for children with disabilities under Part B of the IDEA; special education or related aids and services for qualified students with disabilities under Section 504; early intervention services for eligible infants and toddlers with disabilities under Part C of the IDEA; programs for English learners; career and technical education; meals through the National School Lunch Program and School Breakfast Program; and other appropriate programs or services under the ESEA. (Section 723(d)(2)).
3. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under the McKinney-Vento Act, and the specific educational needs of runaway and homeless youths. (Section 723(d)(3)).
4. Referrals of eligible students to medical, dental, mental, and other health services. (Section 723(d)(4)).
5. Assistance to defray the **excess cost** of transportation not otherwise provided through federal, state, or local funds, to enable students to remain in their schools of origin. (Section 723(d)(5)).
6. Developmentally appropriate early childhood education programs for preschool-aged homeless children that are not provided through other federal, state, or local funds. (Section 723(d)(6)).
7. Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths. (Section 723(d)(7)).
8. Before-and after-school, mentoring, and summer programs for homeless children and youths in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities. (Section 723(d)(8)).
9. Payment of fees and costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school. The records may include birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs and services. (Section 723(d)(9)).
10. Education and training for parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.
11. Coordination between schools and agencies providing services to homeless children and youths in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act must be included in this effort. (Section 722(g)(5)(A)(i)).
12. Specialized instructional support services, including violence prevention counseling, and referrals for such services. (Section 723(d)(12)).

13. Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems. (Section 723(d)(13)).
14. Providing supplies to non-school facilities serving eligible students and adapting these facilities to enable them to provide services. (Section 723(d)(14)).
15. Providing school supplies, including those to be distributed at shelters or temporary housing facilities, or other appropriate locations. (Section 723(d)(15)).
16. Providing extraordinary or emergency services needed to enable homeless children and youths to attend school and participate fully in school activities. (Section 723(d)(16)).

SUPPLEMENT NOT SUPPLANT

EHCY Subgrant funds should add to (or supplement) and not replace (or supplant) other funds, including:

- State or local funds
- ARP-HCY I or ARP-HCY II funds
- Other federal funding (ESSER, Title I, etc.)

Narrative descriptions in the application must contain details making it evident that all purchases and programs meet the supplement, not supplant provision.

BUDGET

Budgets for the EHCY program will be submitted with the subgrant application. Upon subgrant award, budgets will be transferred to and maintained in ePeGS.

LEAs may revise the EHCY Subgrant Program budget as often as necessary. A revision must be submitted prior to the obligation of funds. Narratives or explanations may be requested by DESE staff as needed for clarification prior to approval of budget revisions. **Budget revisions may not be submitted after April 30th of the budget year.**

BUDGET CATEGORIES

The examples given under each section below are for illustration only and not meant to imply allowable uses under the EHCY subgrant program.

6100 Certificated Salaries - Amounts paid for full- and part-time employees of the LEA, including:

- full- and part-time certificated teachers and substitute teachers
- supplemental pay (extra-curricular for certificated personnel)

6150 Non-Certificated Salaries - Amounts paid for full- and part-time employees of the LEA, including:

- full- and part-time non-certificated employee pay
- unused sick or severance pay for non-certificated employees
- supplemental pay (extra-curricular for non-certified personnel)

6200 Employee Benefits - Amounts paid by the LEA on behalf of employees over and above the gross salary; not paid directly to employee. Benefits include:

- teacher and non-teacher retirement
- Old Age, Survivors and Disability Insurance (OASDI), and Medicare
- employee insurance (e.g., FICA, Medicare, retirement, health, dental, life)
- worker's compensation or unemployment compensation
- other employee-provided services

6300 Purchased Services - Amounts paid for personnel not on the LEA's payroll and services required by the LEA. Such services may be purchased from another LEA. Examples include:

- professional and technical services (e.g., architectural, legal, dental)
- instructional (e.g., tuition paid to other districts; curriculum consultants)
- pupil and staff services
- audit, data processing, and like services
- property services (e.g., cleaning, repairs, maintenance)
- transportation (contracted and non-contracted)
- staff travel
- insurance (other than employee benefits)
- communication (e.g., advertising, printing)
- other (e.g., contracted food services)

6400 Materials and Supplies - Amounts paid for expendable items that are consumed, worn out, or which become part of more complex units or substances. These include:

- general supplies, including freight and cartage
- free and regular textbooks
- library books, periodicals, resource materials
- food (items usually claimed on the School Food Service Reimbursement form)
- energy (electric, gas, oil)
- other supplies and materials

6500 Capital Outlay - Expenditures for fixed assets or additions to fixed assets. Capital outlay is considered to be an object that is purchased. Unit cost must be over \$1,000. It covers:

- land, buildings, and other improvements
- regular equipment or instructional equipment
- vehicles
- other capital outlay

NOTE: Detailed expenditure object codes and function code descriptions may be found in the Missouri Financial Accounting Manual, Section E: Revenue Object Codes and Section F: Function Codes.

<https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual>

DIRECT ADMINISTRATIVE COSTS

Direct administrative costs are the costs to administer a specific program. These costs must be specific to the EHCY program. Direct administrative costs are often costs for personnel to administer the program, but can also include costs for materials, travel or other expenses that cannot be charged to another program. All administrative costs must be "reasonable and necessary" for the program.

Examples of administrative costs:

- materials/supplies to support administrative operations
- staff travel
- preparing program plans, budget schedules, and related program documents
- monitoring of programs, projects, subrecipients and related systems and processes
- preparing reports and other documents related to the program requirements
- evaluating program results against stated objectives

Additional information is available on the DESE Finance website:

<https://dese.mo.gov/media/pdf/general-federal-guidance>

INDIRECT COSTS

Costs which are not readily identified with the activities funded by the EHCY grant but are nevertheless incurred for the joint benefit of the program. A district/LEA is not required to budget money toward Indirect Costs. The district/LEA may use an amount less than or equal to the maximum calculated amount. However, the FER Grand Total cannot exceed the maximum Funds Available. Only a district/LEA who have a Department certified Indirect Cost Rate may claim Indirect Costs. Indirect Cost is calculated on the Program Costs Subtotal minus capital outlay multiplied by the indirect cost rate.

Additional information is available on the DESE Finance website:

<https://dese.mo.gov/media/pdf/general-federal-guidance>

FINANCE CODES

A Project Code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant. When used to identify a federal project, the Source of Funds/Project Code may also be associated with accounts receivable, accounts payable, and fund balance accounts pertaining to that project. With the exception of the cash account, a balance sheet for the project may be drawn from the general ledger utilizing this code dimension.

LEAs must use DESE's assigned project and revenue codes.

Revenue Code	Project Code	Revenue Code Title
5463	46300	Homeless Education

OBLIGATION OF FUNDS

The LEA may use subgrant funds only for obligations made during the subgrant period. Use the table shown in the General Federal Guidance manual for specific information regarding obligation dates:

<https://dese.mo.gov/media/pdf/general-federal-guidance>

PAYMENT REQUESTS

LEAs must request funds in ePeGS on a reimbursement basis.

Additional information is available on the DESE Finance website:

<https://dese.mo.gov/financial-admin-services/esea-finance/payment-requests-and-fers>

FINAL EXPENDITURE REPORT

An LEA must submit a Final Expenditure Report (FER) on or before September 30th of each funding year.

Additional information is available on the DESE Finance website:

<https://dese.mo.gov/financial-admin-services/esea-finance/payment-requests-and-fers>

FISCAL AND COMPLIANCE AUDITS

Additional information on school audits is available on the DESE Finance website:

<https://dese.mo.gov/financial-admin-services/school-audits>.

MAINTENANCE OF FISCAL EFFORT

LEAs that receive EHCY funds must comply with a Maintenance of Effort (MOE) requirement.

For more information on Maintenance of Fiscal Effort (MOE) please visit:

<https://dese.mo.gov/media/86996/download>

DISPOSITION OF CAPITAL OUTLAY

When the original or replacement equipment acquired under a federal award is no longer needed for the original project or program the non-federal entity must dispose of the equipment as follows:

- Items of equipment with current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the federal awarding agency. The disposition of such items should be noted on the equipment inventory maintained by the LEA.
- Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained by the LEA or sold. The federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the federal percentage of participation in the cost of the original purchase. If the equipment is sold, the federal awarding agency may permit the LEA to deduct and retain from the federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses. Proper sales procedures must be established to ensure the highest possible return.

INVENTORY CONTROL

The following items are subject to the inventory management and control requirements:

- Equipment items with an acquisition cost of \$1,000 or more per unit, and,
- Items with an acquisition cost under \$1,000 per unit which is considered attractive or easily pilfered.

All capital outlay valued at \$1,000 or more per unit/set and items that cost under \$1,000 per unit which are considered attractive or easily pilfered are subject to specific inventory management and control requirements as follows:

- Items acquired using federal monies shall be physically marked by source of funding and acquisition date;
- Inventory must be current and available for review and audit. Equipment records must be maintained and include:
 - description of the equipment;
 - serial number or other identification number;
 - funding source of equipment [including Federal Award Identification Number (FAIN)] located on Award Allocation Notification or on DESE Payment Transmittal.
 - who holds the title, if applicable;
 - acquisition date;
 - cost of equipment;
 - percentage of federal participation in project costs for the federal award under which the equipment was acquired;
 - location of the equipment;
 - use and condition of the equipment; and,
 - any ultimate disposition date including the date of disposal and sale price of the equipment.
- A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft must be

investigated. Adequate maintenance procedures must be developed to keep the equipment in good condition.

Additional information and a sample Equipment Inventory template may be found on the DESE Finance website <https://dese.mo.gov/financial-admin-services/general-federal-guidance>.

PROGRAM RECORDS

All records must be retained:

- For three years after the close of the fiscal year in which funds were expended.
- Until any pending audits have been completed.
- Until all findings and recommendations arising from audits or monitoring have been completely resolved.

DATA PRIVACY

DESE takes seriously its obligation to protect the privacy of student and educator personally identifiable information (PII) collected, used, shared, and stored. PII will not be collected through the EHCY Subgrant program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with DESE's privacy and security policies and procedures.

APPENDIX A: DIRECTIONS FOR COMPLETING THE APPLICATION FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTH SUBGRANT PROGRAM

LEAs may apply for funding based on the number of homeless children and youth being educated in the LEA up to a maximum level at \$500 per homeless child. The minimum subgrant award is \$10,000 (20 students). The maximum amount an LEA may apply for is \$200,000 (400+ students) regardless of the number of homeless children and youth being educated in the LEA.

Applicants must submit an electronic subgrant application (PDF) to webreplyfgm@dese.mo.gov by the deadline date, **Thursday, June 15, 2023, 11:59pm**. Applicants may submit up to 2 PDF files (1 PDF of the completed application and 1 PDF with all the narratives compiled together). PDF files may be compressed into a Zip folder.

NOTE: All narratives cannot exceed page limits noted for each section, must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins.

SECTION I – LOCAL EDUCATION AGENCY AND PROGRAM INFORMATION

(0 Points) List the name of the LEA, the board-authorized representative, and the grant contact. The subgrant contact should be someone who knows the subgrant well and will be in daily contact with the program.

SECTION II - TOTAL BUDGETS BY PROGRAM- Year 1

(0 Points) The total budget for year 1 of the EHCY Subgrant must be completed and shown in the grid on page one. The codes on the left side of the budget grid are function codes. A function code description is the action or purpose for which a person or thing is used or exists. Function includes the activities or actions which are performed to accomplish the objective of the school district.

For further information on function codes, consult the Missouri Financial Accounting Manual: <https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual>

SECTION III - ASSURANCES AND CERTIFICATION

(0 Points) An original signature or electronic signature of the superintendent or authorized representative guarantees that all assurances will be met. Applications not signed are considered non-responsive and will not be scored.

SECTION IV – PROGRAM STATUS

(15 Points) LEA level information can be located in the Missouri Comprehensive Data System under District Information

- Student Enrollment: (School District Report Card)
- Free and Reduced Lunch Percentage: (School District Report Card)
- Homeless Children and Youth Count: (LEA MO Student Information System MOSIS June Count)
- USDA County Poverty Percentage for 2020.

SECTION V – PROGRAM DESCRIPTION NARRATIVE

(25 Points) Narratives cannot exceed 8 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins.

The program description narrative should provide the following information:

- How the subgrant is consistent with the purpose of and encompasses all aspects of the McKinney-Vento Homeless Assistance Act.
- How the services and programs funded by this subgrant will address the needs identified by the local education agency's assessments and how these are linked to the needs, objectives, activities, and outcomes of the program.
- The programs activities as they are proposed in the subgrant.
- How the proposed activities do not replace the regular academic program but instead, expand upon or improve services provided to homeless students as part of the school's regular academic program.
- How the program will be staffed and managed. Also describe how the local education agency coordinates with other service providers/agencies; including, but not limited to Title I.A., Migrant, English Language Learners (ELL), and Preschool programs.
- Current policies and procedures that exist or will be implemented to eliminate the stigmatization or isolation of homeless children and youth.

SECTION VI – SUBGRANT NEEDS ASSESSMENT NARRATIVE

(10 Points) Narratives cannot exceed 6 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins.

The program status and statement of need assessment narrative should include:

- Current status of the Local Education Agency's Homeless program; including,
 - socio-economic and demographic data and trends.
- Available resources; including:
 - program coordination (Title I, Special Education, community resources, etc.)
 - outreach programs,
 - LEA support and federal program supports are in place, and
 - percentage of time that the local liaison and others devote to homeless education.
- Identification of major needs of homeless children and youth in the LEA that will be addressed with this subgrant.
 - Identify program development and planning (reference the LEAs current needs assessment).

SECTION VII – COLLABORATION DESCRIPTION

(25 Points) Narratives should be limited to the space provided on the application.

Title I and Homeless Children and Youth Education Coordination

Page 3- Provide a description of:

- The actual set-aside for 2022-23 and the activities funded.
- Planned set-asides for year 1 through year 3 of the subgrant and the activities being planned.
- What percentage of the 2022-23 Title I set-asides were spent on homeless children and youth. If this is less than 100 percent, explain why those funds were not expended.

Page 4- Provide a description of:

- The process used to determine the amount of the Title I Homeless set-aside. Was a formula, percentage, or per student amount used to determine the set aside amount? Explain the process and reasoning.
- Mechanisms used to ensure coordination between Title I and Homeless Children and Youth programs. Describe any regularly scheduled collaboration meetings, ongoing procedures, staffing structures (if

Title 1 and Homeless Liaison roles are assumed by the same person), etc. that create a collaborative structure.

Collaborations within the LEA

Page 5- Describe the collaboration between the departments, the activities conducted, activities that are planned for the year, and who provides those services or resources.

Collaborations in the Community

Page 6- Describe the collaboration between the agencies and the LEA, the activities conducted, and those that are or were planned, and who provided those services or resources.

SECTION VIII – PROGRAM EVALUATION

(20 Points)

A. Program Evaluation Narrative

Narrative cannot exceed 6 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins.

The program evaluation narrative should provide a description of:

- How the subgrant activities will be monitored and how feedback will be obtained for decision-making through the life of the subgrant.
- How feedback data will be used for guiding the subgrant's process during the term of the subgrant.
- The criteria used to judge the success of the subgrant.
- The methods of evaluation used for this subgrant and how activities differ from year one to year three for this subgrant.

B. Objectives, Activities, Measures and Data Source (pages 8 through 12)

Narratives should be limited to the space provide on the application.

A minimum of 3 objectives, with a maximum of 6 must be provided for the EHCY program. A narrative should be included for each of the objectives as outlined in the subgrant. Objectives can be for all three years or for a specific year. Mark each year the objective is designated. Provide a description of how the activities will achieve the objective, the number of homeless students impacted by the objectives, and the time frame of the activity. Describe the measurable outcomes and the data sources the LEA will use to measure those desired outcomes.

SECTION IX – PROGRAM SUPPORTING DATA PAGE

(0 Points) Information for this section should be limited to the chart space provided in the subgrant application.

This section outlines the positions funded with the EHCY subgrant monies and the required certification (if any) for those positions. All federally-funded positions, whether certificated or non-certificated, are to be reported.

All positions are to be reported according to the duties actually performed by staff person(s). Reported positions should not be different from what would be observed onsite. For more information on position coding, please refer to Exhibit 15 of the Core Data Manual.

CHART OF REQUIRED CERTIFICATION FOR POSITIONS BELOW	
<i>Position Title</i>	<i>Required Certification</i>
Supplemental English Language Arts Teacher	Appropriate grade level and subject area certification
Supplemental Math Teacher	Appropriate grade level and subject area certification
Supplemental Reading Teacher	Teaching certificate and K-12 special reading certificate
Supplemental Science Teacher	Appropriate grade level and subject area certification
Preschool Teacher	Early Childhood Education or Early Childhood Special Education
Preschool Paraprofessional	60 hours or passed ParaPro or Paraprofessional Assessment or completion of 20 hour substitute course
Homeless Liaison	Any certificate at any grade level or Social Work Degree
Case Manager	Appropriate training and/or experience
Guidance Counselor	Appropriate Counselor Certificate
Language Translators (for ELL)	Fluent in English and in translated language
Nurse	Licensed Registered Nurse
School/Home Coordinator	Appropriate experience and/or training
Secretary	None
Social Worker	Social Work Degree

SECTION X – PROGRAM BUDGETS

(5 Points)

A. – HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET

Information for this section should be limited to the chart space provided in the subgrant application.

Complete a separate Section X A.- Education of Homeless Children and Youth Program Budget for each funded year (years 1, 2, and 3). Indicate in these sections the total cost of implementing all activities for each funded year. Provide a brief itemization of the line item and its associated/proposed cost. Each area must be subtotaled and a total provided at the bottom of the page.

See the following page for a sample Activity Budget.

SECTION X- EDUCATION OF HOMELESS CHILDREN AND YOUTH PROGRAM BUDGET (5 Points)	
A. ACTIVITY BUDGET- YEAR 1	
Budget Itemization	Grant Funds Requested
6100: Certificated Salaries	
<i>After School Tutoring for Homeless Students at Shelter (2 FTEs @120hrs x \$25/hr)</i>	\$6,000
<i>Tutor for Early Education students (1 FTE @120hrsx \$25/hr)</i>	\$3,000
6100 SUBTOTAL	\$9,000
6150: Non-Certificated Salaries	
<i>Homeless Social Worker/Case Manager (1 FTE)</i>	\$50,000
<i>Homeless School Coordinator (.5 FTE)</i>	\$20,000
6150 SUBTOTAL	\$70,000
6200: Employee Benefits	
<i>FICA</i>	\$1,500
<i>Medicare</i>	\$1,800
<i>Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance</i>	\$1,400
<i>Other Benefits</i>	\$1,200
6200 SUBTOTAL	\$5,900
6300: Purchased Services	
<i>Student Transportation costs – cabs, bus passes, mileage reimbursement</i>	\$40,000
<i>Student Activity Fees</i>	\$3,000
<i>Student Medical and Mental Health Fees</i>	\$2,000
<i>Student Identification/Legal Document Fees</i>	\$1,000
6300 SUBTOTAL	\$46,000
6400: Materials and Supplies	
<i>School supplies (including technology- laptops, hotspots, etc.)</i>	\$6,000
<i>School clothing</i>	\$1,000
<i>Books</i>	\$1,000
<i>Hygiene supplies</i>	\$600
<i>Gas Cards, Food Vouchers</i>	\$1,000
6400 SUBTOTAL	\$9,600
6500: Capital Outlay	
<i>Laptop for shelter tutoring</i>	\$1000
<i>Laptop for student credit recovery activities</i>	\$1000
6500 SUBTOTAL	\$2,000
ACTIVITY BUDGET TOTAL	\$142,500

B. – HOMELESS CHILDREN AND YOUTH PROGRAM ADMINISTRATIVE COSTS

Information for this section should be limited to the chart space provided in the subgrant application.

Complete a separate Section X B. for each funded year (years 1, 2, and 3). Indicate in these sections the total program administrative costs of implementing all activities for each funded year. Provide a brief itemization of

the line item and its cost. Each area must be subtotaled and a total administrative costs total provided. The last section on this page requires a "Grant Total". Combine the total activity and administrative costs for each year and record them on this line. Each year should be recorded separately.

Direct administrative costs and indirect costs combined cannot exceed 5 percent of the district's total proposed budget.

The totals from year 1 (not years 2 and 3) must be copied to **Section II - Total Budgets by Program (located on the first page of the subgrant application)**.

SECTION X- EDUCATION OF HOMELESS CHILDREN AND YOUTH PROGRAM BUDGET	
B. ADMINISTRATIVE COSTS BUDGET- YEAR 1	
Budget Itemization	Grant Funds Requested
6100: Certificated Salaries	
6100 SUBTOTAL	
6150: Non-Certificated Salaries <i>Office Support Staff (0.25 FTE)</i>	<i>\$7,000</i>
6150 SUBTOTAL	<i>\$7,000</i>
6200: Employee Benefits	
6200 SUBTOTAL	
6300: Purchased Services	
6300 SUBTOTAL	
6400: Materials and Supplies <i>Program supplies (office supplies)</i>	<i>\$500</i>
6400 SUBTOTAL	<i>\$500</i>
6500: Capital Outlay	
6500 SUBTOTAL	
INDIRECT COSTS: _____% (optional)	0
ADMINISTRATIVE COSTS TOTAL	<i>\$7,500</i>
YEAR 1 TOTAL (ACTIVITY + ADMINISTRATIVE)	<i>\$150,000</i>

RESOURCES

Core Data Educator Reporting for Federal Programs – Exhibit 15 (Pages 393-401);
<https://dese.mo.gov/media/pdf/core-data-and-mosis-manual>.

ESEA Finance Guide (2023). <https://dese.mo.gov/media/pdf/esea-finance-guide>

McKinney-Vento Homeless Assistance Act, Title IX, Part A of ESSA (2015).
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim>.

Missouri Financial Accounting Manual, Section E: Revenue Object Codes and Section F: Function Codes (2023)
<https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual>

U.S. Department of Education (2018). Education for Homeless Children and Youths Program Non-Regulatory Guidance. <https://oese.ed.gov/files/2020/07/160240ehcyguidanceupdated082718.pdf>.